



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

February 7, 2012

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

35 February 7, 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**SHERIFF'S DEPARTMENT:  
OFFICE OF COUNTY SERVICES BUREAU - HALL OF RECORDS OFFICE  
RENOVATION PROJECT  
ESTABLISH CAPITAL PROJECT, APPROVE PROJECT SCOPE,  
APPROVE PROJECT BUDGET, AND APPROVE APPROPRIATION ADJUSTMENT  
(CAPITAL PROJECT NO. 87112)  
(FIRST DISTRICT) (3 VOTES)**

**SUBJECT**

These actions will establish a capital project, approve the Project scope and budget, approve an appropriation adjustment, and authorize the Sheriff's Department to manage and implement tenant improvement work for the Sheriff's Department Office of County Services Bureau - Hall of Records Office Renovation Project.

**JOINT RECOMMENDATION WITH THE SHERIFF THAT YOUR BOARD:**

1. Approve the Project scope under Capital Project No. 87112 for office renovation work at the Hall of Records.
2. Establish Capital Project No. 87112 within the Fiscal Year 2011-12 Capital Projects/Refurbishments Budget for the design and renovation of office space at the Hall of Records.
3. Approve the appropriation adjustment transferring \$768,000 in prior year net County cost currently appropriated within the Fiscal Year 2011-12 Capital Projects/Refurbishments Budget under the Office of Public Safety Conversion Renovations Project (Capital Project No. 87103) to the County Services

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only**

Bureau - Hall of Records Office Renovation Project (Capital Project No. 87112), to fully fund the Project.

4. Approve the Project Budget of \$768,000 for the Office of County Services Bureau – Hall of Records Office Renovation Project (Capital Project No. 87112).
5. Authorize the Sheriff's Department to manage and deliver the Project with Project and budgetary oversight provided by the Chief Executive Office.

### **PURPOSE AND JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will approve project scope and budget, establish a capital project, approve an appropriation adjustment, and authorize the Sheriff's Department to manage and deliver the Sheriff's Department's Office of County Services (OCS) Bureau - Hall of Records (HOR) Office Renovation Project (Project), located in downtown Los Angeles.

#### **Background**

In December 2009, your Board approved consolidation of the Office of Public Safety (OPS) with the Sheriff's Department. As a result of this action, the Office of County Services (OCS) was created within the Sheriff's Department. The OCS consists of two bureaus, the County Services Bureau and the Parks Bureau. OCS Bureau provides security at various County buildings while the Parks Bureau covers various County park sites.

On August 9, 2011, your Board adopted 51 OPS Conversion Renovation Project sites and found them to be exempt from the California Environmental Quality Act (CEQA), of which the OCS Bureau – HOR Office Renovation Project was included. At that time, we reported that we would come back to the Board upon finalization of the Project's scope and budget.

#### **Project Scope and Delivery**

The Project's scope, which has not changed from the proposed scope included in the abovementioned August 9, 2011 Board letter, includes interior renovations to a portion of the HOR basement level consisting of the installation of carpet, lighting, acoustic ceiling tiles, air conditioning, data drops, storage cabinets, modular furniture, and painting.

The Project will be coordinated by the Sheriff's Department and the improvements implemented through the Internal Services Department's (ISD) project management team. The renovation work will be completed utilizing previously Board-approved Job Order Contracts (JOC) managed by ISD. The Chief Executive Office (CEO) will provide Project and budgetary oversight. The Project will commence upon your Board's approval. The total Project cost is estimated to be \$768,000 and will take approximately 11 months to complete.

### **Implementation of Strategic Plan Goals**

These actions meet the County's Strategic Plan Goals of Operational Effectiveness (Goal 1) and Public Safety (Goal 5), by investing in public infrastructure to provide a more efficient working environment, which improves the safety and security of the people of Los Angeles County.

### **FISCAL IMPACT/FINANCING**

The \$768,000 total Project cost estimate for the OCS Bureau – HOR Office Renovation Project includes plans and specifications, construction, consultant services, jurisdictional review and inspection, County services, equipment, and a 1 percent allocation to the Civic Art Special Fund.

Approval of the attached appropriation adjustment will authorize the transfer of funds in the amount of \$768,000 in prior year net County cost from the OPS Conversion Renovation Project, Capital Project No. 87103, to the proposed Project, Capital Project No. 87112.

Upon your Board's approval of the attached appropriation adjustment, sufficient funds will be available in the Fiscal Year 2011-12 Capital Projects/Refurbishments Budget, under Capital Project No. 87112, to fully fund the Project.

The Project Schedule and Budget Summary are included in Attachments A and B.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Staffing at the HOR is anticipated to remain similar to levels existing prior to the OPS consolidation.

Per your Board's Civic Art Policy adopted on December 7, 2004, and revised on December 15, 2009, the Project includes 1 percent of the estimated design and construction costs to be allocated to the Civic Art Special Fund.

### **ENVIRONMENTAL DOCUMENTATION**

On August 9, 2011, your Board adopted 51 OPS Conversion Renovation Project sites and found them to be exempt from the CEQA, of which this Project was included. The Project's scope has not changed from the proposed scope cited in the August 9, 2011 Board letter.

The Project involves the remodeling of an existing facility with negligible or no expansion of current use. In addition, there are no unusual circumstances or other limiting factors that would make the exemption inapplicable based on the Project records.

The Sheriff's Department will file a Notice of Exemption with the Registrar Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

### **CONTRACTING PROCESS**

ISD will obtain professional refurbishment work through a Board-approved JOC or perform construction services utilizing its own in-house resources.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County projects during the performance of the recommended actions. The Sheriff's Department will take the appropriate measures to minimize any impacts on departmental operations during completion of the Project.

The Honorable Board of Supervisors  
February 7, 2012  
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**CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division, and the Sheriff's Department, Facilities Planning Bureau.

Respectfully Submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer



LEROY D. BACA  
Sheriff

WTF:LDB:RLR  
DJT:DKM:TJ:cvb  
Attachments

c:     Executive Office, Board of Supervisors  
        County Counsel  
        Arts Commission  
        Auditor-Controller  
        Internal Services

U:/WORD/CapProjects/Hall of Records OPS – 2/7/12 Agenda

**ATTACHMENT A  
OFFICE OF COUNTY SERVICES BUREAU  
HALL OF RECORDS OFFICE RENOVATION PROJECT**

**PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Completion Date</b>
Program	05/11/10
Design	03/01/11
Bid Award	04/04/12
Construction (Start)	04/05/12
Substantial Completion	12/03/12
Acceptance	01/04/13

**ATTACHMENT B  
OFFICE OF COUNTY SERVICES BUREAU  
HALL OF RECORDS OFFICE RENOVATION PROJECT**

**BUDGET SUMMARY**

Budget Category	Amount
Construction	\$582,500
Plans and Specifications	\$10,500
Furniture, Fixtures, and Equipment	\$9,600
Consultant Services	\$0
Jurisdictional Review and Inspections	\$2,500
County Services	\$156,970
Civic Art	\$5,930
Subtotal	\$768,000

COUNTY OF LOS ANGELES  
**REQUEST FOR APPROPRIATION ADJUSTMENT**  
DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S. NO. 060

January 20, 2012

**AUDITOR-CONTROLLER:**

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFOR**

**FY 2011-12**

**3 - VOTES**

**SOURCES**

CAPITAL PROJECTS/REFURBISHMENTS  
OPS Conversion Renovations (0)  
A01-CP-6014-65046-87103  
Capital Assets-Building and Improvements  
DECREASE APPROPRIATION

**USES**

CAPITAL PROJECTS/REFURBISHMENTS  
Office Renovation (1)  
A01-CP-6014-65046-87112  
Capital Assets-Building and Improvements  
INCREASE APPROPRIATION

**SOURCES TOTAL: \$ 768,000**

**USES TOTAL: \$ 768,000**

**JUSTIFICATION**

This appropriation adjustment is necessary to reallocate capital project funding to establish the Hall of Records Office Renovation Project and provide full funding for the capital project.

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

  
AUTHORIZED SIGNATURE Dawn McDivitt, Manager, CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

**35**

**FEB 07 2012**

  
SACHI A. HAMAI  
EXECUTIVE OFFICER

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR ---

☐ ACTION

☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY 

B.A. NO. 055

1/23

20 12

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY 

1/25

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